



Multicultural & Multilingual Education Department (MMED)
2017-18 EL Program Online Accountability System Checklist



School Type	AUGUST ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
Elem	<p>Hold 3 Master Plan Instructional Program Options K Orientation Meetings</p> <p>The principal and/or EL Designee must ensure that parents of newly enrolled ETK-K students are provided multiple opportunities to receive information regarding the English Learner instructional programs and their rights to select an instructional program for their child.</p>	<p>The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):</p> <ul style="list-style-type: none"> <input type="radio"/> A copy of the English Learner instructional programs Informational Meeting announcement(s) sent to parents (at least 3 meetings for gr. ETK-K) <input type="radio"/> Sign-in(s) for the English Learner instructional programs Informational Meetings provided for parents of ELs <input type="radio"/> Copies of all handouts provided during the meetings 	<p>The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):</p> <ul style="list-style-type: none"> <input type="radio"/> A copy of the English Learner instructional programs Informational Meeting announcements <input type="radio"/> Sign-ins and agendas for the English Learner instructional programs Informational Meetings 	8/31/17
All	<p>Hold Master Plan Instructional Program Options Informational for parents of ELs in grades 1-12</p> <p>The principal and/or EL Designee must ensure that parents of newly enrolled students are provided multiple opportunities to receive information regarding the English Learner instructional programs and their rights to select an instructional program for their child.</p>	<ul style="list-style-type: none"> <input type="radio"/> A copy of the English Learner instructional programs Informational Meeting announcement(s) sent to parents (at least 1 meeting) <input type="radio"/> Sign-in(s) for the English Learner instructional programs Informational Meeting(s) provided for parents of ELs <input type="radio"/> Copies of all handouts provided during the meeting(s) 	<ul style="list-style-type: none"> <input type="radio"/> A copy of the English Learner instructional programs Informational Meeting announcement(s) <input type="radio"/> Sign-in(s) and agenda(s) for the English Learner instructional programs Informational Meeting(s) 	8/31/17
All	<p>Organize EL classrooms according to Master Plan guidelines</p> <p>The principal or EL Designee must ensure that all classrooms are organized in accordance with state law and district policy. The principal or EL Designee must certify that <u>all</u> EL students have been placed in the appropriate instructional program and classrooms are organized in accordance with district policy.</p>	<p>ELEMENTARY</p> <ul style="list-style-type: none"> <input type="radio"/> Master Plan rosters documenting the composition of <u>all</u> classrooms for <u>all</u> grade levels (language classification and CELDT levels). <p>SECONDARY</p> <ul style="list-style-type: none"> <input type="radio"/> EL Monitoring Roster <input type="radio"/> Annotated/highlighted master schedule, EL Student Schedule Summary, or Master Plan Roster indicating that ELs are clustered in 	<ul style="list-style-type: none"> <input type="radio"/> CERTIFY ONLY 	8/31/17



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		core content classes according to language proficiency levels		
Elem	<p>Establish ELD instructional block/schedule for the school site</p> <p>The principal and/or EL Designee must verify that ELs in all instructional programs at all grade levels are provided the required daily instructional minutes of ELD (elementary)</p>	<input type="radio"/> EL Monitoring Roster <input type="radio"/> ELD daily schedule	<input type="radio"/> CERTIFY ONLY	8/31/17
Sec	<p>Monitor ELD/LTEL Course Placement (Secondary) to ensure all ELs have an ELD/LTEL course in their class schedule</p> <p>The principal and/or EL Designee must verify that ELs in all instructional programs at all grade levels are provided the appropriate ELD or LTEL course in accordance with district policy.</p>	<input type="radio"/> English Learner Student Schedule Summary Report <ul style="list-style-type: none"> - Highlight ELD/ LTEL placement - Annotate students in mainstream per parent request and/or 12th graders completing A-G requirements in lieu of ELD/LTEL course <input type="radio"/> Evidence of SSPT placement/progress monitoring for: <ul style="list-style-type: none"> - Students beginning their third consecutive year as LTELs 	<input type="radio"/> CERTIFY ONLY	8/31/17
All	<p>Establish and in-service the Student Support and Progress Team (SSPT)</p> <p>The Principal and/or EL Designee must identify the members of the Student Support and Progress Team (SSPT) for the current school year and complete the Student Support and Progress Team Membership Form. SSPT forms, policy, and resources can be accessed at http://sspt.lausd.net. SSPT information for individual students is entered in MiSiS</p>	<input type="radio"/> The completed Student Support and Progress Team Membership Form	<input type="radio"/> A copy of the completed student Support and Progress Team Membership Form	8/31/17



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School Type	SEPTEMBER ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
All	<p>Code all classes of ELs with appropriate EL services in MiSiS</p> <p>The principal and designated staff members must monitor the school's master schedule to ensure that all course sections with one or more English Learner(s) reflect the instructional services provided to the English Learner(s). EL instructional services are recorded in MiSiS by adding an EL service section attribute to each section in which one or more English Learners is enrolled. The principal monitors classroom instruction and certifies that EL instructional services are being provided in the indicated sections.</p>	<p>The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):</p> <ul style="list-style-type: none"> <input type="radio"/> MiSiS Section Attributes Report documenting that EL section attributes have been entered and updated as appropriate to reflect services provided in all sections in which one or more EL(s) is enrolled <input type="radio"/> Signed English Learner Instructional Services Certification Form 	<p>The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):</p> <ul style="list-style-type: none"> <input type="radio"/> CERTIFY ONLY 	9/30/17
All	<p>Send the Initial Notification of Enrollment by September 13, 2017</p> <p>The principal and/or EL designee must ensure that all parents/guardians of newly enrolled ELs have received the <i>Initial Notification of Enrollment and Placement in an Elementary Instructional Program for English Learners</i> or <i>Initial Notification of Enrollment and Placement in a Secondary Instructional Program for English Learners</i> at the time of enrollment.</p>	<ul style="list-style-type: none"> <input type="radio"/> Copies of the <i>Initial Notification of Enrollment and Placement in an Elementary Instructional Program for English Learners</i> or <i>Initial Notification of Enrollment and Placement in a Secondary Instructional Program for English Learners</i> (Copies are to be maintained on file until the letter has been completed and signed by the parent/guardian, returned to the school, and filed in the blue Master Plan Folder in the student's cumulative record.) <input type="radio"/> Evidence that the signed letters were filed in the students' cumulative records 	<ul style="list-style-type: none"> <input type="radio"/> One signed and completed sample <i>Initial Notification of Enrollment and Placement in an Elementary Instructional Program for English Learners</i> or <i>Initial Notification of Enrollment and Placement in a Secondary Instructional Program for English Learners</i> letter per grade level 	9/30/17
All	<p>Send the Initial Notification of Assessment Results by September 13, 2017</p>	<ul style="list-style-type: none"> <input type="radio"/> Copies of the <i>Initial Parent Notification of Language Test Results and Confirmation of Program Placement</i> letters sent to parents (Copies are to be maintained on file until the letter 	<ul style="list-style-type: none"> <input type="radio"/> One signed and completed sample <i>Initial Parent Notification of Language Test Results and Confirmation of Program Placement</i> letter per grade level 	9/30/17



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	<p>The principal and/or EL designee must ensure that all parents/guardians of newly enrolled ELs have received the <i>Initial Parent Notification of Language Test Results and Confirmation of Program Placement</i> letter no later than 30 calendar days after the beginning of the school year/track (or during the school year, within two weeks of child being placed in program).</p>	<p>has been completed and signed by the parent/guardian, returned to the school, and filed in the blue Master Plan Folder in the student's cumulative record.)</p> <ul style="list-style-type: none"> <input type="radio"/> Evidence that the signed letters were filed in the students' cumulative records 		
All	<p>Send Annual Notification of Assessment Results and Confirmation of Program Placement by September 13, 2017</p> <p>The principal and/or EL designee must ensure that all parents/guardians of ELs have received the Annual Assessment Results and Program Placement for English Learners letter no later than 30 calendar days after the beginning of the school year/track. Returned letters completed and signed by the parent/guardian are to be filed in the blue Master Plan Folder in the student's cumulative record.</p>	<ul style="list-style-type: none"> <input type="radio"/> Copies of the <i>Annual Assessment Results and Program Placement for English Learners</i> letters sent to parents (Copies are to be maintained on file until the letter has been completed and signed by the parent/guardian, returned to the school, and filed in the blue Master Plan Folder in the student's cumulative record.) <input type="radio"/> Evidence that signed letters were filed in the cumulative record 	<ul style="list-style-type: none"> <input type="radio"/> One signed and completed sample <i>Annual Assessment Results and Program Placement for English Learners</i> letter per grade level. 	9/30/17
All	<p>Complete all Initial CELDT assessments for student enrolled from the beginning of the academic year by September 13, 2017</p> <p>The principal, EL Designee, and/or CELDT Coordinator must ensure that the initial CELDT is administered to all newly enrolled students whose primary language is not English, including students with disabilities, within established timelines.</p>	<ul style="list-style-type: none"> <input type="radio"/> Annotated Master Plan (or other) Roster indicating all students assessed with the initial CELDT and the date(s) tested 	<ul style="list-style-type: none"> <input type="radio"/> CERTIFY ONLY 	9/30/17
Elem	<p>Plan and provide professional development specific to ELs - ELPAC Awareness Module</p> <p>The principal and/or EL designee must ensure that professional development designed to improve the instruction and assessment of English Learners is included</p>	<ul style="list-style-type: none"> <input type="radio"/> School professional development plan (highlight PD descriptions specific to ELs/teachers of ELs) <input type="radio"/> School professional development calendar (highlight PD dates/titles specific to ELs/teachers of ELs) 	<ul style="list-style-type: none"> <input type="radio"/> CERTIFY ONLY 	9/30/17



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	<p>in the school professional development plan and professional development calendar. The principal must ensure that follow-up observations of integrated and designated ELD instruction are conducted to determine the effectiveness of the professional development.</p>	<p><input type="radio"/> Notifications, agendas, materials, and sign-ins for professional development specific to ELs</p>		
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School Type	OCTOBER ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
Sec	<p>Identify the LTEL Designee for the school site</p> <p>The principal must ensure that an LTEL Designee is assigned to monitor Long-Term English Learner student progress and placement, and to maintain communication with each LTEL and his/her family.</p>	<p>The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):</p> <ul style="list-style-type: none"> <input type="radio"/> LTEL Designee Form 	<p>The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):</p> <ul style="list-style-type: none"> <input type="radio"/> LTEL Designee Form 	10/31/17
All	<p>Correct all EL program data in MiSiS for the Fall Language Census</p> <p>The principal and/or EL designee must ensure that that English Learner (EL) and Reclassified Fluent English Proficient (RFEP) student data in MiSiS is up to date and accurate, in accordance with district policy, by the census date. Information from this survey will become the school's official Language Census data.</p>	<ul style="list-style-type: none"> <input type="radio"/> Certify reports—dated and annotated to indicate corrections and update <input type="radio"/> MiSiS reports as appropriate—dated and annotated to indicate corrections and updates <input type="radio"/> Copies of correspondence with other schools/school districts when obtaining student data such as language classification and CELDT results <input type="radio"/> Copies of faxes/communications to the School Information Branch regarding EL student data 	<ul style="list-style-type: none"> <input type="radio"/> CERTIFY ONLY 	10/31/17
All	<p>Conduct class observations of Designated and Integrated ELD</p> <p>The principal and/or EL designee must ensure that professional development designed to improve the instruction and assessment of English Learners is included in the school professional development plan and professional development calendar. The principal must ensure that follow-up observations of integrated and designated ELD instruction are conducted to determine the effectiveness of the professional development.</p>	<ul style="list-style-type: none"> <input type="radio"/> School professional development plan (highlight PD descriptions specific to ELs/teachers of ELs) <input type="radio"/> School professional development calendar (highlight PD dates/titles specific to ELs/teachers of ELs) <input type="radio"/> Notifications, agendas, materials, and sign-ins for professional development specific to ELs <input type="radio"/> Sample class observations of integrated ELD instruction (core content areas) and designated ELD instruction (ELD time/course or LTEL course) with teacher/student names and identifying information obscured 	<ul style="list-style-type: none"> <input type="radio"/> CERTIFY ONLY 	10/31/17



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<p>Sec</p>	<p>Monitor RFEP Student Progress school-wide as part of SSPT</p> <p>The principal and/or EL designee must ensure that the academic progress of all RFEP students is regularly monitored for a minimum of four years. Monitoring and support should continue after four years for students not yet making adequate academic progress.</p> <p>The Student Support and Progress Team meets to review the performance and progress of RFEP students, using the RFEP Monitoring Roster. If an RFEP student is not making satisfactory progress, the SSPT must meet with the classroom teacher(s) to develop an intervention instructional plan with specialized support.</p>	<ul style="list-style-type: none"> ○ SSPT Agenda for meeting(s) to review RFEP student progress ○ SSPT Sign In(s) for meeting(s) to review RFEP student progress ○ Dated and annotated copy of the RFEP monitoring roster documenting the following: <ul style="list-style-type: none"> - RFEP students not mastering grade level learning standards as measured by grades and standardized assessments ○ Intervention services to be provided to each RFEP student not making adequate progress 	<ul style="list-style-type: none"> ○ SSPT Agenda for meeting(s) to review RFEP student progress ○ Annotated sample pages of the RFEP monitoring roster (1 per grade level or department) documenting the following: <ul style="list-style-type: none"> - RFEP students not mastering grade level learning standards as measured by grades and basic skills assessments ○ Intervention services to be provided to each RFEP student not making adequate progress 	<p>10/31/17</p>
<p>Sec</p>	<p>Plan and provide professional development specific to ELs - ELPAC Awareness Module</p> <p>The principal and/or EL designee must ensure that professional development designed to improve the instruction and assessment of English Learners is included in the school professional development plan and professional development calendar. The principal must ensure that follow-up observations of integrated and designated ELD instruction are conducted to determine the effectiveness of the professional development.</p>	<ul style="list-style-type: none"> ○ School professional development plan (highlight PD descriptions specific to ELs/teachers of ELs) ○ School professional development calendar (highlight PD dates/titles specific to ELs/teachers of ELs) ○ Notifications, agendas, materials, and sign-ins for professional development specific to ELs 	<ul style="list-style-type: none"> ○ CERTIFY ONLY 	<p>10/31/17</p>



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School Type	NOVEMBER ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
<p>Elem</p>	<p>Monitor RFEP student progress School-wide as part of SSPT</p> <p>The principal and/or EL designee must ensure that the academic progress of all RFEP students is regularly monitored for a minimum of four years. Monitoring and support should continue after four years for students not yet making adequate academic progress.</p> <p>The Student Support and Progress Team meets to review the performance and progress of RFEP students, using the RFEP Monitoring Roster. If an RFEP student is not making satisfactory progress, the SSPT must meet with the classroom teacher(s) to develop an intervention instructional plan with specialized support.</p>	<p>The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):</p> <ul style="list-style-type: none"> ○ SSPT Agenda for meeting(s) to review RFEP student progress ○ SSPT Sign In(s) for meeting(s) to review RFEP student progress ○ Dated and annotated copy of the RFEP monitoring roster documenting the following: <ul style="list-style-type: none"> – RFEP students not mastering grade level learning standards as measured by grades and standardized assessments – Intervention services to be provided to each RFEP student not making adequate progress 	<p>The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):</p> <ul style="list-style-type: none"> ○ SSPT Agenda for meeting(s) to review RFEP student progress ○ Annotated sample pages of the RFEP monitoring roster (1 per grade level or department) documenting the following: <ul style="list-style-type: none"> – RFEP students not mastering grade level learning standards as measured by grades and basic skills assessments – Intervention services to be provided to each RFEP student not making adequate progress 	<p>11/30/17</p>
<p>All</p>	<p>Monitor the progress of EL students as part of the SSPT</p> <p>The principal and/or EL Designee must certify that all students meeting the eligibility criteria were reclassified immediately upon achieving eligibility. For students not meeting the eligibility criteria, the principal and/or EL Designee work with the SSPT to plan supports, interventions, and reclassification awareness activities designed to accelerate the progress of ELs towards English language proficiency, mastery of grade-level standards, and reclassification</p>	<ul style="list-style-type: none"> ○ EL Monitoring Roster(s) annotated to show EL students ready to reclassify, as well as support to be provided to ELs not meeting minimum progress expectations towards meeting the reclassification criteria ○ SSPT agendas, sign-in sheets, notes, reclassification forms, and additional relevant documents as evidence of school-wide progress monitoring and support for English Learners ○ Copies of the Notification of Reclassification letter (Copies are to be maintained on file until the letter has been completed and signed by the parent/guardian, returned to the school, and filed in the blue Master 	<ul style="list-style-type: none"> ○ Sample SSPT agenda and sign-in sheet as evidence of school-wide progress monitoring and support for English Learners ○ Sample EL Monitoring Roster pages (1 per grade level) annotated to show EL students ready to reclassify, as well as support to be provided to ELs not meeting minimum progress expectations towards meeting the reclassification criteria ○ 	<p>11/30/17</p>



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		<p>Plan Folder in the student's cumulative record.)</p> <ul style="list-style-type: none"> <input type="radio"/> Evidence that the signed letters were filed in the blue Master Plan Folder in the student's cumulative folder <input type="radio"/> Evidence that a reclassification label was printed for all ELs who reclassified, and that the label was affixed to the cumulative record 		
<p>All</p>	<p>SSPT Meeting Log for August, September, October, and November</p> <p>The principal and EL Designee must ensure that the SSPT monitors the collective and individual progress of EL and RFEP students, as well as supporting teachers/staff in improving student achievement and accelerating the learning of ELs and RFEPs. (This monitoring includes, but is not limited to, determining which EL students may be recommended for reclassification.) The principal and EL Designee must convene and participate in SSPT meetings no less than once per month to monitor individual students and EL/RFEP student progress data. SSPT forms, policy, and resources can be accessed at http://sspt.lausd.net. SSPT information for individual students is entered in MiSiS.</p>	<ul style="list-style-type: none"> <input type="radio"/> SSPT Membership form <input type="radio"/> SSPT Meeting Agendas and Sign-Ins <input type="radio"/> SSPT Referral Forms and SSPT Referral Log <input type="radio"/> SSPT Intervention Plans and Follow-Up Meeting forms, SSPT Reclassification Meeting forms, SSPT reclassification recommendations <input type="radio"/> SSPT Meeting Logs <input type="radio"/> Other student and intervention data as appropriate (e.g., annotated EL Monitoring Roster, LTEL Monitoring Roster, RFEP Monitoring Roster, Potential Reclassification Roster, individual EL Progress Profile reports) 	<p>SSPT Meeting Log for:</p> <ul style="list-style-type: none"> <input type="radio"/> August 2017 <input type="radio"/> September 2017 <input type="radio"/> October 2017 <input type="radio"/> November 2017 	<p>11/30/17</p>



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All	<p>Plan and provide professional development specific to ELs</p> <p>The principal and/or EL designee must ensure that professional development designed to improve the instruction and assessment of English Learners is included in the school professional development plan and professional development calendar. The principal must ensure that follow-up observations of integrated and designated ELD instruction are conducted to determine the effectiveness of the professional development.</p>	<ul style="list-style-type: none"> ○ School professional development plan (highlight PD descriptions specific to ELs/teachers of ELs) ○ School professional development calendar (highlight PD dates/titles specific to ELs/teachers of ELs) ○ Notifications, agendas, materials, and sign-ins for professional development specific to ELs 	<ul style="list-style-type: none"> ○ School professional development plan (highlight PD descriptions specific to ELs/teachers of ELs) 	12/31/17
All	<p>Class Observation - Designated and Integrated ELD</p> <p>The principal and/or EL designee must ensure that professional development designed to improve the instruction and assessment of English Learners is included in the school professional development plan and professional development calendar. The principal must ensure that follow-up observations of integrated and designated ELD instruction are conducted to determine the effectiveness of the professional development.</p>	<ul style="list-style-type: none"> ○ Sample class observations of integrated ELD instruction (core content areas) and designated ELD instruction (ELD time/course or LTEL course) with teacher/student names and identifying information obscured 	<ul style="list-style-type: none"> ○ One sample class observation (each) of integrated ELD instruction and designated ELD instruction, with all teacher/student names and identifying information obscured 	12/31/17
All	<p>Maintain the Master Plan Instructional Program Options Log, 1st Semester</p> <p>The principal and/or EL Designee must ensure that parents of newly enrolled students are provided multiple opportunities to receive information</p>	<ul style="list-style-type: none"> ○ A copy of the English Learner instructional programs Informational Meeting announcement(s) sent to parents ○ Sign-in(s) for the English Learner instructional programs Informational 	<ul style="list-style-type: none"> ○ CERTIFY ONLY 	12/31/17



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	<p>regarding the English Learner instructional programs and their rights to select an instructional program for their child.</p>	<p>Meeting(s) provided for parents of ELs</p> <ul style="list-style-type: none"> <input type="radio"/> Master Plan Instructional Program Options Meeting Log <input type="radio"/> Copies of all handouts provided during the meeting(s) 		
<p>All</p>	<p>Reclassify all ELs who have met the reclassification criteria</p> <p>The principal and/or EL Designee must certify that all students meeting the eligibility criteria were reclassified immediately upon achieving eligibility. For students not meeting the eligibility criteria, the principal and/or EL Designee work with the SSPT to plan supports, interventions, and reclassification awareness activities designed to accelerate the progress of ELs towards English language proficiency, mastery of grade-level standards, and reclassification.</p>	<ul style="list-style-type: none"> <input type="radio"/> EL Monitoring Roster(s) annotated to show EL students ready to reclassify, as well as support to be provided to ELs not meeting minimum progress expectations towards meeting the reclassification criteria <input type="radio"/> SSPT agendas, sign-in sheets, notes, reclassification forms, and additional relevant documents as evidence of school-wide progress monitoring and support for English Learners <input type="radio"/> Copies of the Notification of Reclassification letter (Copies are to be maintained on file until the letter has been completed and signed by the parent/guardian, returned to the school, and filed in the blue Master Plan Folder in the student's cumulative record.) <input type="radio"/> Evidence that the signed letters were filed in the blue Master Plan Folder in the student's cumulative folder <input type="radio"/> Evidence that a reclassification label was printed for all ELs who reclassified, and that the label was affixed to the cumulative record 	<p><input type="radio"/> CERTIFY ONLY</p>	<p>12/31/17</p>



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All	<p>Master Plan Instructional Program Options Meeting Log, 2nd Semester</p> <p>The principal and/or EL Designee must ensure that parents are provided multiple opportunities to receive information regarding the Master Plan Instructional Program options and their rights to select an instructional program for their child.</p>	<p>The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):</p> <ul style="list-style-type: none"> <input type="radio"/> Master Plan Instructional Program Options Meeting Log <input type="radio"/> Copies of all handouts provided during the meeting(s) 	<p>The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):</p> <ul style="list-style-type: none"> <input type="radio"/> CERTIFY ONLY 	1/31/18
Sec	<p>Monitoring ELD/LTEL Course Placement (Secondary)</p> <p>The principal and/or EL Designee must verify that ELs in all instructional programs at all grade levels are provided the appropriate ELD or LTEL course.</p>	<ul style="list-style-type: none"> <input type="radio"/> EL Monitoring Roster as evidence of CELDT Levels <input type="radio"/> English Learner Student Schedule Summary Report <ul style="list-style-type: none"> - Highlight ELD/ LTEL placement - Annotate students in mainstream per parent request and/or 12th graders completing A-G requirements in lieu of ELD/LTEL course 	<ul style="list-style-type: none"> <input type="radio"/> Highlight ELD/ LTEL placement <input type="radio"/> Annotate students in mainstream per parent request and/or 12th graders completing A-G requirements in lieu of ELD/LTEL course 	1/31/18
All	<p>EL service section attributes entered in MiSiS</p> <p>The principal and designated staff members must monitor the school's master schedule to ensure that all course sections with one or more English Learner(s) reflect the instructional services provided to the English Learner(s). EL instructional services are recorded by adding English Learner section attributes to course sections in MiSiS. The principal must monitor classroom instruction and certify that EL instructional services are being provided in the indicated sections.</p>	<ul style="list-style-type: none"> <input type="radio"/> MiSiS Section Attributes Report documenting that EL section attributes have been entered and updated as appropriate to reflect services provided in all sections in which one or more EL(s) is enrolled <input type="radio"/> Signed Fall Semester English Learner Instructional Services Certification Form 	<ul style="list-style-type: none"> <input type="radio"/> Signed Fall Semester English Learner Instructional Services Certification Form 	1/31/18



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<p>All</p>	<p>Send the identified ELPAC Coordinator to ELPAC training</p> <p>The principal must ensure that the school ELPAC Coordinator participates in the ELPAC training.</p>	<p><input type="radio"/> Copy of the School ELPAC Coordinator's ELPAC Training Certificate</p>	<p><input type="radio"/> CERTIFY ONLY</p>	<p>1/31/18</p>
<p>Sec (elem. optional)</p>	<p>Monitor LTEL Student Progress-Parent Meeting #1</p> <p>The principal and/or LTEL Designee must ensure that all LTELs and their parents have met with the LTEL Designee, and that they have reviewed the LTEL student's current language program placement, test results and goals for attaining reclassification criteria and accelerating academic progress</p>	<p><input type="radio"/> Annotated LTEL Monitoring Roster that identifies all LTELs at the school site</p> <p><input type="radio"/> Copies of the LTEL parent meeting announcement sent to parents</p> <p><input type="radio"/> Copies of all LTEL Student Goal Sheets, annotated during the meeting(s)</p> <p><input type="radio"/> LTEL Designee-Parent-Student Meeting Logs</p> <p><input type="radio"/> LTEL Meeting Agendas</p> <p><input type="radio"/> SSPT agendas, sign-in sheets, notes, and referrals related to LTEL monitoring</p>	<p><input type="radio"/> A copy of the LTEL parent meeting announcement sent to parents</p> <p><input type="radio"/> One sample completed and signed LTEL Student Goal Sheet (student name and identifying information obscured)</p> <p><input type="radio"/></p>	<p>1/31/18</p>



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School Type	FEBRUARY ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
Sec	<p>Monitoring RFEP Student Progress The principal and/or EL designee must ensure that the academic progress of all RFEP students is regularly monitored for a minimum of four years. Monitoring and support should continue after four years for students not yet making adequate academic progress.</p> <p>The Student Support and Progress Team meets to review the performance and progress of RFEP students, using the RFEP Monitoring Roster. If an RFEP student is not making satisfactory progress, the SSPT must meet with the classroom teacher(s) to develop an intervention instructional plan with specialized support.</p>	<p>The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):</p> <ul style="list-style-type: none"> ○ SSPT Agenda for meeting(s) to review RFEP student progress ○ SSPT Sign In(s) for meeting(s) to review RFEP student progress ○ Dated and annotated copy of the RFEP monitoring roster documenting the following: <ul style="list-style-type: none"> – RFEP students not mastering grade level learning standards as measured by grades and basic skills assessments – Intervention services to be provided to each RFEP student not making adequate progress ○ Copies of the <i>Notification of Annual Progress of Reclassified Students</i> letters sent to the parents/guardians of RFEP students, indicating the recommended support services if needed (Copies are to be maintained on file until the letter has been completed and signed by the parent/guardian, returned to the school, and filed in the student’s cumulative record.) 	<p>The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):</p> <ul style="list-style-type: none"> ○ SSPT Agenda for meeting(s) to review RFEP student progress ○ Annotated sample pages of the RFEP monitoring roster (1 per grade level or department) documenting the following: <ul style="list-style-type: none"> – RFEP students not mastering grade level learning standards as measured by grades and basic skills assessments – Intervention services to be provided to each RFEP student not making adequate progress ○ One signed and completed sample Notification of <i>Annual Progress of Reclassified Students</i> letter per grade level, indicating the recommended support services if needed 	2/28/18
All	<p>Monitor the progress of EL students as part of the SSPT</p> <p>The principal and/or EL Designee must certify that all students meeting the eligibility criteria were reclassified immediately upon achieving eligibility. For students not meeting the eligibility criteria, the principal and/or EL Designee work with the SSPT to plan supports, interventions, and reclassification awareness activities designed to</p>	<ul style="list-style-type: none"> ○ EL Monitoring Roster(s) annotated to show EL students ready to reclassify, as well as support to be provided to ELs not meeting minimum progress expectations towards meeting the reclassification criteria ○ SSPT agendas, sign-in sheets, notes, reclassification forms, and additional relevant documents as evidence of school-wide progress monitoring and support for English Learners 	<ul style="list-style-type: none"> ○ Sample SSPT agenda and sign-in sheet as evidence of school-wide progress monitoring and support for English Learners ○ Sample EL Monitoring Roster pages (1 per grade level) annotated to show EL students ready to reclassify, as well as support to be provided to ELs not meeting minimum progress expectations towards meeting the reclassification criteria 	1/31/18



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	<p>accelerate the progress of ELs towards English language proficiency, mastery of grade-level standards, and reclassification.</p>	<ul style="list-style-type: none"> <input type="radio"/> Copies of the Notification of Reclassification letter (Copies are to be maintained on file until the letter has been completed and signed by the parent/guardian, returned to the school, and filed in the blue Master Plan Folder in the student’s cumulative record.) <input type="radio"/> Evidence that the signed letters were filed in the blue Master Plan Folder in the student’s cumulative folder <input type="radio"/> Evidence that a reclassification label was printed for all ELs who reclassified, and that the label was affixed to the cumulative record <input type="radio"/> 	<ul style="list-style-type: none"> <input type="radio"/> 2 copies of the completed and signed Notification of Reclassification letters <input type="radio"/> 	
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School Type	MARCH ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
All	<p>Conduct classroom observations of Designated and Integrated ELD</p> <p>The principal and/or EL designee must ensure that professional development designed to improve the instruction and assessment of English Learners is included in the school professional development plan and professional development calendar. The principal must ensure that follow-up observations of integrated and designated ELD instruction are conducted to determine the effectiveness of the professional development</p>	<p>The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):</p> <ul style="list-style-type: none"> ○ School professional development plan (highlight PD descriptions specific to ELs/teachers of ELs) ○ School professional development calendar (highlight PD dates/titles specific to ELs/teachers of ELs) ○ Notifications, agendas, materials, and sign-ins for professional development specific to ELs ○ Sample class observations of integrated ELD instruction (core content areas) and designated ELD instruction (ELD time/course or LTEL course) with teacher/student names and identifying information obscured 	<p>The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):</p> <ul style="list-style-type: none"> ○ 1 sample observation of integrated ELD instruction (core content areas), teacher/student names and identifying information obscured ○ 1 sample observation of designated ELD instruction (ELD time/course or LTEL course), teacher/student names and identifying information obscured 	3/31/18



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School Type	APRIL ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
<p>Sec (elem. optional)</p>	<p>Monitor LTEL Student Progress- Parent Meeting #2 The principal and/or LTEL Designee must ensure that all LTELs and their parents have met with the LTEL Designee, and that they have reviewed the LTEL student's current language program placement, test results and goals for attaining reclassification criteria and accelerating academic progress.</p>	<p>The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):</p> <ul style="list-style-type: none"> ○ Annotated LTEL Monitoring Roster that identifies all LTELs at the school site ○ Copies of the LTEL parent meeting announcement sent to parents ○ Copies of all LTEL Student Goal Sheets, annotated during the meeting(s) ○ LTEL Designee-Parent-Student Meeting Logs ○ LTEL Meeting Agendas ○ SSPT agendas, sign-in sheets, notes, and referrals related to LTEL monitoring 	<p>The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):</p> <ul style="list-style-type: none"> ○ A copy of the LTEL parent meeting announcement sent to parents ○ One completed and signed LTEL Student Goal Sheet 	<p>4/30/18</p>
<p>Elem</p>	<p>Monitoring RFEP Student Progress as part of SSPT The principal and/or EL designee must ensure that the academic progress of all RFEP students is regularly monitored for a minimum of four years. Monitoring and support should continue after four years for students not yet making adequate academic progress.</p>	<p>○ SSPT Agenda for meeting(s) to review RFEP student progress</p> <p>○ SSPT Sign In(s) for meeting(s) to review RFEP student progress</p> <p>○ Dated and annotated copy of the RFEP monitoring roster documenting the following:</p> <ul style="list-style-type: none"> - RFEP students not mastering grade level learning standards as measured by grades and basic skills assessments - Intervention services to be provided to each RFEP student not making adequate progress <p>○ Copies of the Notification of Annual Progress of Reclassified Students letters sent to the parents/guardians of RFEP students, indicating the recommended support services if needed (Copies are to be maintained on file until the letter has been completed and signed by the</p>	<p>○ SSPT Agenda for meeting(s) to review RFEP student progress</p> <p>○ Annotated sample pages of the RFEP monitoring roster (1 per grade level or department) documenting the following:</p> <ul style="list-style-type: none"> ○ RFEP students not mastering grade level learning standards as measured by grades and basic skills assessments ○ Intervention services to be provided to each RFEP student not making adequate progress <p>○</p>	<p>4/30/18</p>



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		parent/guardian, returned to the school, and filed in the student's cumulative record.)		
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School Type	MAY ACCOUNTABILITIES	EVIDENCE	UPLOAD	Due By
All	<p>Administer the annual ELPAC to all English Learners</p> <p>The principal, EL Designee, and/or ELPAC Coordinator must ensure that the annual ELPAC is administered to all enrolled EL students, including students with disabilities, within established timelines.</p>	<p>The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):</p> <ul style="list-style-type: none"> <input type="radio"/> Annotated Master Plan (or other) Roster indicating all students assessed with the annual ELPAC and the date(s) tested 	<p>The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):</p> <ul style="list-style-type: none"> <input type="radio"/> CERTIFY ONLY 	5/31/18
All	<p>Plan and provide PD specific to ELs</p> <p>The principal and/or EL designee must ensure that professional development designed to improve the instruction and assessment of English Learners is included in the school professional development plan and professional development calendar. The principal must ensure that follow-up observations of integrated and designated ELD instruction are conducted to determine the effectiveness of the professional development.</p>	<ul style="list-style-type: none"> <input type="radio"/> School professional development plan (highlight PD descriptions specific to ELs/teachers of ELs) <input type="radio"/> School professional development calendar (highlight PD dates/titles specific to ELs/teachers of ELs) <input type="radio"/> Notifications, agendas, materials, and sign-ins for professional development specific to ELs 	<ul style="list-style-type: none"> <input type="radio"/> School professional development plan (highlight PD descriptions specific to ELs/teachers of ELs) 	5/31/18
All	<p>Class Observation - Designated and Integrated ELD</p> <p>The principal and/or EL designee must ensure that professional development designed to improve the instruction and assessment of English Learners is included in the school professional development plan and professional development calendar. The principal must ensure that follow-up observations of integrated and designated ELD instruction are conducted to determine the effectiveness of the professional development.</p>	<ul style="list-style-type: none"> <input type="radio"/> Sample class observations of integrated ELD instruction (core content areas) and designated ELD instruction (ELD time/course or LTEL course) with teacher/student names and identifying information obscured 	<ul style="list-style-type: none"> <input type="radio"/> CERTIFY ONLY 	5/31/18



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<p>All</p>	<p>Reclassify all ELs who have met the reclassification criteria</p> <p>The principal and/or EL Designee must certify that all students meeting the eligibility criteria were reclassified immediately upon achieving eligibility. For students not meeting the eligibility criteria, the principal and/or EL Designee work with the SSPT to plan supports, interventions, and reclassification awareness activities designed to accelerate the progress of ELs towards English language proficiency, mastery of grade-level standards, and reclassification.</p>	<ul style="list-style-type: none"> <input type="radio"/> EL Monitoring Roster(s) annotated to show EL students ready to reclassify, as well as support to be provided to ELs not meeting minimum progress expectations towards meeting the reclassification criteria <input type="radio"/> SSPT agendas, sign-in sheets, notes, reclassification forms, and additional relevant documents as evidence of school-wide progress monitoring and support for English Learners <input type="radio"/> Copies of the Notification of Reclassification letter (Copies are to be maintained on file until the letter has been completed and signed by the parent/guardian, returned to the school, and filed in the blue Master Plan Folder in the student's cumulative record.) <input type="radio"/> Evidence that the signed letters were filed in the blue Master Plan Folder in the student's cumulative folder <input type="radio"/> Evidence that a reclassification label was printed for all ELs who reclassified, and that the label was affixed to the cumulative record 	<p><input type="radio"/> CERTIFY ONLY</p>	<p>5/31/18</p>
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School Type	JUNE ACCOUNTABILITIES	EVIDENCE The following documentation must be kept on file at the school site for a minimum of 5 years, and must be available upon request when certified in the EL Instructional Online Accountabilities System (OLAS):	UPLOAD The following documentation must be scanned and uploaded to OLAS as a single file by the due date (Please redact personal information before uploading):	Due By
All	<p>Maintain the Master Plan Instructional Program Options Log, 2nd Semester</p> <p>The principal and/or EL Designee must ensure that parents of newly enrolled students are provided multiple opportunities to receive information regarding the English Learner instructional programs and their rights to select an instructional program for their child.</p>	<ul style="list-style-type: none"> <input type="radio"/> A copy of the English Learner instructional programs Informational Meeting announcement(s) sent to parents <input type="radio"/> Sign-in(s) for the English Learner instructional programs Informational Meeting(s) provided for parents of ELs <input type="radio"/> Master Plan Instructional Program Options Meeting Log <input type="radio"/> Copies of all handouts provided during the meeting(s) 	<ul style="list-style-type: none"> <input type="radio"/> CERTIFY ONLY 	6/30/18
All	<p>SSPT Meeting Log for December, January, February, March, April, and May</p> <p>The principal and EL Designee must ensure that the SSPT monitors the collective and individual progress of EL and RFEP students, as well as supporting teachers/staff in improving student achievement and accelerating the learning of ELs and RFEPs. (This monitoring includes, but is not limited to, determining which EL students may be recommended for reclassification.) The principal and EL Designee must convene and participate in SSPT meetings no less than once per month to monitor individual students and EL/RFEP student progress data. SSPT forms, policy, and resources can be accessed at http://sspt.lausd.net. SSPT information for individual students is entered in MiSiS.</p>	<ul style="list-style-type: none"> <input type="radio"/> SSPT Membership form <input type="radio"/> SSPT Meeting Agendas and Sign-Ins <input type="radio"/> SSPT Referral Forms and SSPT Referral Log <input type="radio"/> SSPT Intervention Plans (initial meeting) and Follow-Up Meeting Forms <input type="radio"/> SSPT Meeting Logs <input type="radio"/> Other student and intervention data as appropriate (e.g., annotated EL Monitoring Roster, LTEL Monitoring Roster, RFEP Monitoring Roster, Potential Reclassification Roster, individual EL Progress Profile reports) 	<p>SSPT Meeting Log for:</p> <ul style="list-style-type: none"> <input type="radio"/> December 2017 <input type="radio"/> January 2018 <input type="radio"/> February 2018 <input type="radio"/> March 2018 <input type="radio"/> April 2018 <input type="radio"/> May 2018 	6/30/18